

Manage Inventory

There are multiple tasks to this function. These steps are specific to working in Sandbox. These steps allow you to order, approve and receive Standard Lg 1 plates. These same steps can be used to stock other types of plates for use in Sandbox (i.e. university plates, firefighter plates, etc.)

Placing Inventory (Plate) Orders

1. Click the **INVENTORY** menu, and then select **MANAGE ORDERS**.

The Manage Orders window opens.

2. In the **INV LOCATION GROUP**, select your county.

3. In the **INV Class** drop-down, select Plate.

4. Click the **CONTINUE** button. (in the upper right corner)

5. Click the **PLACE ORDERS** tab.

Scroll down the Inventory and Order Data list until you find the plate type you want to order and highlight the row. The bottom half of the window will become active.

6. In the **LOCATION** field, verify **(YOUR COUNTY) – PRIMARY STOREROOM 1** is selected.

7. Click the **DESCRIPTION** drop-down arrow and select your county.

8. Press the **TAB** key.

Your counties address information populates for you.

9. In the **DATE NEEDED** field, select today's date

10. In the **QTY (EA)** field, type the quantity you want to order.

11. Click the **PLACE ORDER** button.

A **CONFIRM SAVE** dialogue box displays stating 'This will save your inventory order. Please be aware the order amount has exceeded the reorder deviation threshold. Do you want to continue?'

12. Click the **YES** button.

A Place Order dialogue box displays stating 'The order has been successfully placed'.

13. Click the **OK** button.

Approving and Ordering Inventory (Plate) Orders

1. On the same window, go to the **ORDERS** tab.

2. Click the **STATUS** drop-down arrow specific to your order. The status should currently state 'Pending'.

3. Select **FINAL APPROVED** in the **Status** column.

(In production, counties will select 'Local Approve', and then the request goes in to the State for final approval. For sandbox, counties must select Final Approved.)

The Sequence Plate Numbers dialogue box displays.

4. Click the **CONTINUE** button.

Your order Status should now display 'Final Approved'.

5. Click the **SAVE** button.
The Confirm Save dialogue box displays stating 'This will save all inventory orders changes. Do you want to continue?'
6. Click the **YES** button.
7. Click the **STATUS** drop-down arrow specific to your order, then select **ORDERED** in the status column.
8. Click the **SAVE** button.
The Confirm Save dialogue box displays stating 'This will save all inventory orders changes. Do you want to continue?'
9. Click the **YES** button.
10. Click the **CANCEL** button to close the Manage Orders window.

Receiving Inventory (Plate) Orders

1. Click the **INVENTORY** menu, and then select **RECEIVE ORDERS**.
The Receive Orders window opens.
2. Click the **VENDOR** drop-down arrow, and then select **CENTER INDUSTRIES - PLATE**.
3. Click the **INV LOCATION GROUP** drop-down arrow, and then select your county.
Verify the **STANDARD** radio button is selected.
4. Click the **CONTINUE** button.
In the **ORDER ITEMS** tab, verify the line that contains your plate order is selected (the row appears with blue highlight).
5. Click the **ORDER ITEMS DETAIL** tab.
6. Click the **ADD ROW** button.
The Add Row window displays.
Verify the Quantity.
7. Type 100 in the **QUANTITY PER BOX(s)** field.
8. Click the **CONTINUE** button.
9. Click the **SAVE** button.
The Confirm Save dialogue box displays stating 'This will save the order you have received. Do you want to continue?'
10. Click the **YES** button.
You are returned to the Received Orders window and all your line items are now gone.
11. Click the **CANCEL** button on the Receive Orders window.

Moving Inventory (Plates) to different Physical Locations in your Office

Now that items have been checked into inventory, they must be moved out of the storeroom and into a useable location within the office. This allows MOVRS to track where stock is, and use correct plate and control numbers in transactions.

1. Click the **INVENTORY** menu, and then select **MANAGE INVENTORY**.
The Manage Inventory window displays.
2. Click the **LOCATION** drop-down arrow, then select **(YOUR COUNTY)-PRIMARY**.
3. Click the **PHYSICAL INVENTORY LOCATION** drop-down arrow, and then select **(YOUR COUNTY)-PRIMARY STOREROOM 1**.
4. Verify the **INVENTORY CLASS** field displays **PLATE**.
5. Click the **CONTINUE** button.
Your plate order will now display in the View Inventory tab.
6. Double-click the line item in the Inventory Summary area.
A list of inventory sets displays in the bottom of the window.
Verify that the first set of plates on the list is highlighted (blue).
7. Click the drop-down arrow in the bottom left corner.
8. Click **(YOUR COUNTY) – PRIMARY (YOUR COUNTY) – PRIMARY WINDOW 1**.
9. Click the **MOVE INVENTORY** button.
The Confirm Move dialogue box displays stating 'This will move all selected inventory to the new location you have chosen. Do you want to continue?'
10. Click the **YES** button.
The Manage Inventory window displays. All your sets no longer display.
11. Click the **CANCEL** button to exit the window.

Follow steps 7-13 if you'd like to assign the remaining plates in your order to the same or additional windows in your county office.